



Transitional Living Specialist Training Service Codes

Entering Services

- All services should be entered in CAPS.
- If being paid outside of CAPS, use SERN.
- If being paid through CAPS, use SERP.
- Comments do not need to be entered on service detail screens – use ACTL/ACTD.
 - On SSJD, just enter “see ACTD for details.”

PSUIL

Supervised Independent Living

- Existing service
- Can be entered on SERN or SERP
- Federal regulation paragraph (g)(30)
 - Youth is served via a supervised independent living arrangement under the supervision of an agency, but without 24-hour a day supervision.
 - Youth provided increased responsibilities.
 - Paying bills, assuming leases, working with a landlord

SBSAA

Independent Living Needs Assessment

- Existing service
- Can only be entered on SERN
- Federal regulation paragraph (g)(20)
 - Youth receives an independent living needs assessment which is a systematic procedure to identify a youth's basic skills, emotional and social capabilities, and strengths and needs to match the youth with appropriate independent living services.
 - Goal / task setting, Ansel Casey Assessment

SBSAB

Room and Board Financial Assistance

- Existing service
- Can be entered on SERN or SERP
- No room and board if youth is still in foster care placement
- Federal regulation paragraph (g)(31)
 - Youth receives room and board payments and other financial assistance such as rent deposits and utilities.
 - Rent deposits, utilities, household start-up expenses

SBSAD

Budget and Financial Management

- New service
- Can only be entered on SERN
- Federal regulation paragraph (g)(25)
 - Youth receives training and other practical assistance related to budget and financial independent living skills.
 - Living within a budget, opening and using a checking/savings account, balancing a checkbook, developing consumer awareness and smart shopping skills, accessing information about credit, loans and taxes, filling out tax forms

SBSAE

Post Secondary Education Support

- New service
- Can only be entered on SERN
- Federal regulation paragraph (g)(22)
 - Youth receives support designed to help the youth enter or complete college.
 - Classes for test preparation (such as ACT/SAT), counseling about college, information about financial aid and scholarships, help completing college or loan applications, tutoring while in college

SBSAF

Education Financial Assistance

- New service
- Can be entered on SERN or SERP
- Federal regulation paragraph (g)(32)
 - Youth receives financial assistance for the youth's school books and materials, tuition assistance, examination and application fees and educational vouchers for college tuition or vocational education.
 - Education, training, textbooks, uniforms, computers, educational supplies, educational preparation and support, payment for GED, ETV

SBSAH

Housing Education

- New service
- Can only be entered on SERN
- Federal regulation paragraph (3)(26)
 - Youth receives instruction or support services regarding housing responsibilities and home management skills.
 - Assistance locating/maintaining housing, filling out rental applications/acquiring a lease, handling security deposits and utilities, food preparation, laundry, housekeeping, meal planning, grocery shopping, basic maintenance and repairs

SBSAI

Academic Support

- New service
- Can only be entered on SERN
- Federal regulation paragraph (g)(21)
 - Youth receives academic services designed to help a youth complete high school or obtain a General Equivalency Degree (GED).
 - Academic counseling, preparation for a GED, applying/studying for GED exam, tutoring, help with homework, study skills training, literacy training, help accessing educational resources. Does not include general attendance in high school.

Career Preparation

- New service
- Can only be entered on SERN
- Federal regulation paragraph (g)(23)
 - Youth receives services that develop the youth's ability to find, apply for, and retain appropriate employment.
 - Vocational/career assessment, help matching interests and abilities with vocational goals, job seeking, writing resumes, completing job applications, developing interview skills, job shadowing, employee benefits, workplace values

Health Education and Risk Prevention

- New service
- Can only be entered on SERN
- Federal regulation paragraph (g)(27)
 - Youth receives services for health-related educational topics, but not the receipt of direct health services.
 - Hygiene, nutrition, fitness and exercise, first aid, medical/dental benefits, health care resources and insurance, prenatal care, maintaining personal health records, sex education, HIV prevention, family planning, substance abuse prevention

SBSAL

Transportation Assistance

- New service
- Can be entered on SERN or SERP
- Not in federal regulation
 - Youth receives financial assistance to help the youth get to places they need to be.
 - Getting to job interviews, doctor/dentist appointments, hair appointments for job interviews, car repairs and other reasons a youth may need to travel from one place to another.

SBSAM

Mentoring

- Existing service
- Can only be entered on SERN
- Federal regulation paragraph (g)(29)
 - Youth receives services where the youth met regularly with a screened and trained adult on a one-on-one basis – can be short-term or support development of a long-term relationship.
 - Connected through school, work, family

SBSAO

Other Financial Assistance

- New service
- Can be entered on SERN or SERP
- Federal regulation paragraph (g)(33)
 - Youth receives any other type of financial assistance to assist the youth to live independently.
 - Any other “payable” financial assistance that does not fall under any other service category

SBSAP

Transitional Living Plan

- Existing service
- Can only be entered on SERN
- Not in federal regulation
- SBSAA (initial assessment) or SBSRA (re-assessment) service must be entered first
 - BSAS – Building Skills Plan Summary
 - BSAE – Building Skills Evaluation
- Transitional Living Plan Document
 - Attach in DocGen

- New service
- Can only be entered on SERN
- Federal regulation paragraph (g)(28)
 - Youth receives education on maintaining healthy families, including parenting and childcare skills, spousal communication, family violence prevention and responsible fatherhood.
 - Education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, childcare skills, teen parenting, domestic/family violence prevention

Employment Programs or Vocational Training

- New service
- Can only be entered on SERN
- Paragraph (g)(24)
 - Youth receives programs and training designed to build a youth's skills for a specific trade, vocation or career through classes or onsite training.
 - Apprenticeship, internship, summer employment program, occupational classes (cosmetology, auto mechanics, building trades, nursing, computer science, etc.)

SBSRA

Independent Living Needs Reassessment

- Existing service
- Can only be entered on SERN
- Not in federal regulation
- Alert to worker when due – 180 days from SBSAA or SBSRA end date
 - Youth receives an independent living needs reassessment every six months. Evaluate goals and tasks from previous assessment.
 - Goal / task setting



Transitional Living Specialist Training NYTD Survey

Survey Login



Youth Outcome Survey

NYTD
National Youth in Transition Database

To continue, please enter your User ID and Password:

User ID:

Password:

If you are a first time user or have forgotten your password, select 'Request Password'.

***** UNAUTHORIZED ACCESS IS A VIOLATION OF [STATUTE 45-6-311 MCA](#). *****

If you are having problems using this program, please email [Child and Family Services](#) or call (406) 444-0457.

- User ID = first initial of first name + last name (up to 8 characters)
JOHN BLACK = JBLACK
- If duplicates, system will add number to end
JACK BLACK = JBLACK2
- Worker will receive email to check alerts for User ID
- Not case specific

Survey Login



Youth Outcome Survey

NYTD
National Youth in Transition Database

To continue, please enter your User ID and Password:

User ID:

Password:

If you are a first time user or have forgotten your password, select 'Request Password'.

***** UNAUTHORIZED ACCESS IS A VIOLATION OF STATUTE 45-6-311 MCA. *****

If you are having problems using this program, please email [Child and Family Services](#) or call (406) 444-0457.

- No password for the first login
- Enter User ID – click Request Password button
- Forgotten password? – click Request Password button
- Department email and phone number

Survey Password Change



Change Password

NYTD
National Youth in Transition Database

To continue, please enter your Social Security Number and Date of Birth:

User ID: NYTDTST4

Social Security Number: - -

Date of Birth:

* A new password will be displayed after data entered has been validated.
* After displaying the new password you will automatically be logged in.

- Password can be changed any time on non-frozen surveys
- Must enter SSN and DOB
- Click Generate Password button
- New password is random 8 character mix of letters and numbers

Survey Summary



The screenshot shows a web page titled "Survey Summary" for the "National Youth in Transition Database (NYTD)". The page has a blue header with the title and the NYTD logo. The main content area is light blue and contains the following text:

Welcome to the NYTD Survey for the State of Montana.

The National Youth in Transition Database (NYTD) survey is used to identify outcome for young adults that are either currently or have been involved in Foster Care.

We need your help to improve outcome for foster youth, so please, complete the survey to best reflect your actual circumstances.

All responses in this survey are kept confidential.

Please click Start to begin the survey!

At the bottom, there are two buttons: "START" and "Log Off".

- Welcome
- Purpose
- Request for Assistance
- Confidentiality
- Click START to begin

Survey Time Limit

Participant Survey

Please complete the survey within a half-hour.

Time remaining: **29:09**



- 30 minutes to complete survey
- System will automatically log out
- **ANSWERS NOT SAVED!**

Survey Question #1 and Help

1. Currently are you employed full-time?

- ☐ Yes
- ☐ No
- ☐ Declined

Current full-time employment

“Full-time” means working at least 35 hours per week at one or multiple jobs.

[close this window](#)

Survey Question #2 and Help

2. Currently are you employed part-time?

- ☐ Yes
- ☐ No
- ☒ Declined

Current part-time employment

“Part-time” means working at least 1–34 hours per week at one or multiple jobs.

[close this window](#)

Survey Question #3 and Help

3. In the past year, did you complete an apprenticeship, internship, or other on-the-job training, either paid or unpaid?

- ☐ Yes
- ☐ No
- ☒ Declined

Employment-related skills

This means apprenticeships, internships, or other on-the-job trainings, either paid or unpaid, that helped the youth acquire employment-related skills (which can include specific trade skills such as carpentry or auto mechanics, or office skills such as word processing or use of office equipment).

[close this window](#)

Survey Question #4 and Help

4. Currently are you receiving social security payments (Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or dependents' payments)?

- ☐ Yes
- ☐ No
- ☒ Declined

Social Security

These are payments from the government to meet basic needs for food, clothing, and shelter of a person with a disability. A youth may be receiving these payments because of a parent or guardian's disability, rather than his/her own.

[close this window](#)

Survey Question #5 and Help

5. Currently are you using a scholarship, grant, stipend, student loan, voucher, or other type of educational financial aid to cover any educational expenses?

- ☐ Yes
- ☐ No
- ☒ Declined

Educational Aid

Scholarships, grants, and stipends are funds awarded for spending on expenses related to gaining an education. “Student loan” means a government-guaranteed, low-interest loan for students in post-secondary education.

[close this window](#)

Survey Question #6 and Help

6. Currently are you receiving any periodic and/or significant financial resources or support from another source not previously indicated and excluding paid employment?

- ☐ Yes
- ☐ No
- ☒ Declined

Other financial support

This means periodic and/or significant financial support from a spouse or family member (biological, foster or adoptive), child support that the youth receives or funds from a legal settlement. This does not include occasional gifts, such as birthday or graduation checks or small donations of food or personal incidentals, child care subsidies, child support for a youth's child or other financial help that does not benefit the youth directly in supporting himself or herself.

Survey Question #7 and Help

7. What is the highest educational degree or certification that you have received?

- ☐ High school diploma/GED
- ☐ Vocational certificate
- ☐ Vocational license
- ☐ Associate's degree (e.g., A.A.)
- ☐ Bachelor's degree (e.g., B.A. or B.S.)
- ☐ Higher degree
- ☐ None of the above
- ☒ Declined

“Vocational certificate” means a document stating that a person has received education or training that qualifies him or her for a particular job, e.g., auto mechanics or cosmetology. “Vocational license” means a document that indicates that the State or local government recognizes an individual as a qualified professional in a particular trade or business. An Associate’s degree is generally a two-year degree from a community college, and a Bachelor’s degree is a four-year degree from a college or university.

“Higher degree” indicates a graduate degree, such as a Masters or Doctorate degree. “None of the above” means that the youth has not received any of the above educational certifications.

Survey Question #8 and Help

8. Currently are you enrolled in and attending high school, GED classes, post-high school vocational training, or college?

- ☐ Yes
- ☐ No
- ☒ Declined

Current enrollment and attendance

This means both enrolled in and attending high school, GED classes, or postsecondary vocational training or college. A youth is still considered enrolled in and attending school if the youth would otherwise be enrolled in and attending a school that is currently out of session (e.g., Spring break, summer vacation, etc.).

[close this window](#)

Survey Question #9 and Help

9. Currently is there at least one adult in your life, other than your caseworker, to whom you can go for advice or emotional support?

- ☐ Yes
- ☐ No
- ☒ Declined

Connection to adult

This refers to an adult who the youth can go to for advice or guidance when there is a decision to make or a problem to solve, or for companionship to share personal achievements. This can include, but is not limited to, adult relatives, parents or foster parents. The definition excludes spouses, partners, boyfriends or girlfriends and current caseworkers. The adult must be easily accessible to the youth, either by telephone or in person.

Survey Question #10 and Help

10. Have you ever been homeless?

- ☐ Yes
- ☐ No
- ☒ Declined

Homelessness

“Homeless” means that the youth had no regular or adequate place to live. This includes living in a car, or on the street, or staying in a homeless or other temporary shelter.

[close this window](#)

Survey Question #11 and Help

11. Have you ever referred yourself or has someone else referred you for an alcohol or drug abuse assessment or counseling?

- ☐ Yes
- ☐ No
- ☒ Declined

Substance abuse referral

This includes either self-referring or being referred by a social worker, school staff, physician, mental health worker, foster parent, or other adult for an alcohol or drug abuse assessment or counseling. Alcohol or drug abuse assessment is a process designed to determine if someone has a problem with alcohol or drug use.

[close this window](#)

Survey Question #12 and Help

12. Have you ever been confined in a jail, prison, correctional facility, or juvenile or community detention facility, in connection with allegedly committing a crime?

- ☐ Yes
- ☐ No
- ☒ Declined

Incarceration

This means that the youth was confined in a jail, prison, correctional facility, or juvenile or community detention facility in connection with a crime (misdemeanor or felony) allegedly committed by the youth.

[close this window](#)

Survey Question #13 and Help

13. Have you ever given birth or fathered any children that were born?

- ☐ Yes
- ☐ No
- ☒ Declined

Children

This means giving birth to or fathering at least one child that was born. If males do not know, answer "No."

[close this window](#)

Survey Question #14 and Help

14. If you responded yes to the previous question, were you married to the child's other parent at the time each child was born?

- ☐ Yes
- ☐ No
- ☒ Declined

Marriage at Child's Birth

This means that when every child was born the youth was married to the other parent of the child.

[close this window](#)

Survey Question #15 and Help

15. Currently are you on Medicaid?

- ☐ Yes
- ☐ No
- ☐ Don't know
- ☒ Declined

Medicaid

Medicaid (or the State medical assistance program) is a health insurance program funded by the government.

[close this window](#)

Survey Question #16 and Help

16. **Currently do you have health insurance, other than Medicaid?**

- ☐ Yes
- ☐ No
- ☐ Don't know
- ☒ Declined

Other Health insurance Coverage

“Health insurance” means having a third party pay for all or part of health care. Youth might have health insurance such as group coverage offered by employers or schools, or individual policies that cover medical and/or mental health care and/or prescription drugs, or youth might be covered under parents’ insurance. This also could include access to free health care through a college, Indian Tribe, or other source.

Survey Question #17 and Help

17. Does your health insurance include coverage for medical services?

- ☐ Yes
- ☐ No
- ☐ Don't know
- ☒ Declined

Health insurance type—medical

This means that the youth's health insurance covers at least some medical services or procedures. This question is for only those youth who responded "yes" to having health insurance.

[close this window](#)

Survey Question #18 and Help

18. Does your health insurance include coverage for mental health services?

- ☐ Yes
- ☐ No
- ☐ Don't know
- ☒ Declined

Health insurance type—mental health

This means that the youth's health insurance covers at least some mental health services. This question is for only those youth who responded "yes" to having health insurance with medical coverage.

[close this window](#)

Survey Question #19 and Help

19. Does your health insurance include coverage for prescription drugs?

- ☐ Yes
- ☐ No
- ☐ Don't know
- ☒ Declined

Health insurance type—prescription drugs

This means that the youth's health insurance covers at least some prescription drugs. This question is for only those youth who responded "yes" to having health insurance with medical coverage.

[close this window](#)

Survey Question #20 and Help

20. Currently are you receiving ongoing welfare payments from the government to support your basic needs?

- ☐ Yes
- ☐ No
- ☒ Declined

Public financial assistance

This refers to ongoing welfare payments from the government to support your basic needs. Do not consider payments or subsidies for specific purposes, such as unemployment insurance, child care subsidies, education assistance, food stamps or housing assistance in this category.

[close this window](#)

This question will only display for 19 and 21 year olds.

Survey Question #21 and Help

21. Currently are you receiving public food assistance?

- ☐ Yes
- ☐ No
- ☒ Declined

Public food assistance

Public food assistance includes food stamps, which are government-issued coupons or debit cards that recipients can use to buy eligible food at authorized stores. Public food assistance also includes assistance from the Women, Infants and Children (WIC) program.

[close this window](#)

This question will only display for 19 and 21 year olds.

Survey Question #22

22. Currently are you receiving any sort of housing assistance from the government, such as living in public housing or receiving a housing voucher?

- ☐ Yes
- ☐ No
- ☒ Declined

Public housing assistance

Public housing is rental housing provided by the government to keep rents affordable for eligible individuals and families, and a housing voucher allows participants to choose their own housing while the government pays part of the housing costs. This does not include payments from the child welfare agency for room and board payments.

[close this window](#)

This question will only display for 19 and 21 year olds.

When finished, CLICK



Complete

Survey Complete

Survey Completed



Your progress has been marked as complete! The information you provided in this survey is invaluable, thank you! We would like to track your outcomes after aging out of Foster Care, so your Transitional Living Specialist will be contacting you again around your 19th and 21st birthdays in order for you to retake this survey.

This survey will remain accessible until 04/24/2010.

Your information on file is:

One Nytdtest
123 Place To Be
Helena, MT 59602

Please enter any updated contact information:

Notice - Unlike the Survey, any contact information or comments entered will be shared with Child and Family Services.

Address Line1:
Address Line2:
City:
State:
Zip Code: -
Phone: - -
Email:

- Thank you and reminders
- Current CAPS address
- Ability to update address (does NOT update CAPS)

Survey Complete

Enter other contact information and/or provide feedback to CFSD:

Free form comment text. Testing lines. Further line testing. Have a great day.

(Maximum characters: 500)
You have 500 characters remaining.

[Submit and Log Out](#)

Foster Care resources, fraternal organizations and other helpful sources:

- [Montana's Official State Website](#)

- Ability to add general comments (500 characters maximum)
- Click Submit and Log Out
- List of available resources



Transitional Living Specialist Training NYTD Worker/Supervisor Reports

Worker Report

CAPS
RPT 5150.1

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
NYTD SURVEY WORKER WORKLOAD OF PARTICIPATING YOUTH
REPORTING PERIOD: 10/1/2010 - 3/31/2011

PAGE NBR.....1
RUN TIME.....18:26
RUN DATE....12/31/2010

REGION : 01 EASTERN REGION
WORKER : C71CBW LASTNM, FIRSTNM

	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	TOTALS
STATUS	CAPS ID - AGE 17	CAPS ID - AGE 17	CAPS ID - AGE 17	CAPS ID - AGE 17	CAPS ID - AGE 17	CAPS ID - AGE 17	
NOT STARTED:			0123456789 12/01 0123456789 12/03	0123456789 01/02 0123456789* 01/05	0123456789 02/03	0123456789 03/03 0123456789 03/13	7
STARTED:	0123456789 10/25	0123456789 11/10 0123456789 11/13	0123456789 12/11				4
COMPLETED:	0123456789 10/12 0123456789 10/23	0123456789* 11/23					3
WON'T SURVEY:	0123456789* 10/03						1
TOTALS:	4	3	3	2	1	2	8

* CLIENT IS SHARED WITH ANOTHER TLS WORKER.

Worker Report - Key

- 1 = Six month span report period
- 2 = Region and worker information
- 3 = Status information – clients turning 17
- 4 = Clients who have not started the survey
- 5 = Clients who have started the survey
- 6 = Clients who have completed the survey
- 7 = Clients who will not be surveyed
 - Did not complete the survey within 45 days
- 8 = Totals by survey month and status

Supervisor Report

CAPS
RPT 5150.2

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
NYTD SURVEY SUPERVISOR'S WORKLOAD OF PARTICIPATING YOUTH
REPORTING PERIOD: 10/1/2010 - 3/31/2011

PAGE NBR.....1
RUN TIME.....18:26
RUN DATE....12/31/2010

WORKER TOTALS

	OCTOBER SURVEY ACTIVITY	NOVEMBER SURVEY ACTIVITY	DECEMBER SURVEY ACTIVITY	JANUARY SURVEY ACTIVITY	FEBRUARY SURVEY ACTIVITY	MARCH SURVEY ACTIVITY	TOTALS
C71CBW LASTNAME, FIRSTNAME							
NOT STARTED:	0	0	2	2	1	2	7
STARTED:	1	2	1	0	0	0	4
COMPLETED:	2	1	0	0	0	0	3
WON'T SURVEY:	1	0	0	0	0	0	1
TOTAL SURVEYS:	4	3	3	2	1	2	15
C72CBS LASTNAME, FIRSTNAME							
NOT STARTED:	0	0	0	0	0	0	0
STARTED:	0	0	0	0	0	0	0
COMPLETED:	0	1	0	0	0	0	1
WON'T SURVEY:	0	0	0	0	0	0	0
TOTAL SURVEYS:	0	1	0	0	0	0	1
TOTALS:	8	7	8	3	2	3	31
UNASSIGNED:	1	2	3	1	1	1	9

** IF A YOUTH IS SHARED BETWEEN TRANSITIONAL LIVING WORKERS, THE YOUTH IS COUNTED IN THE REGION THEY RESIDE.
** IF A YOUTH IS SHARED BETWEEN TRANSITIONAL LIVING WORKERS WITHIN A REGION, AND RESIDES IN THAT REGION,
THAT YOUTH IS ONLY COUNTED ONCE.

Supervisor Report - Key

- 1 = Six month span report period
- 2 = Monthly survey activity
- 3 = Worker and survey status information
- 4 = Totals by survey month and status
- 5 = Total unassigned
 - 17 year old clients who are not assigned or shared with a TLS worker
- 6 = Information on report counts

Survey – Worker Page

- Used when the worker knows a client will not complete a survey for a specific reason.
- Log in with mainframe C# and password.
- Will list all “not started” and “won’t survey” clients with CAPS ID and Name.
- Will have a drop-down menu to select reason:
 - Youth declined, parent/guardian declined, incapacitated, incarcerated, unable to locate, deceased.



QUESTIONS?